



# 2013 DURHAM EARTH DAY FESTIVAL

## VENDOR APPLICATION

Sunday, April 21, 2013

12 p.m. – 5 p.m.

Durham Central Park (502 Foster Street)

The City of Durham Parks and Recreation Department, in partnership with Keep Durham Beautiful, seeks Non-food & Food Vendors, Artists, Green Businesses, and Education/Non-profit groups to join the 2013 Durham Earth Day Festival with expected attendance of over 5,000 people.

### **VENDOR SELECTION**

Vendors for the Durham Earth Day Festival will be selected on a first come, first serve basis, with consideration for a variety of offerings.

### **REQUIREMENTS**

Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits may delay or cause your application to be denied.

### **RENTAL SPACE REGULATIONS**

1. All spaces are 10' x 10' and all vendor equipment, displays, stands, tents, tables, and supplies must be contained within this dimension. **Durham Parks & Recreation will not provide any equipment to vendors. (Tents, tables, chairs, etc.)**
2. Spaces will be assigned by festival staff prior to the event. Festival Staff will be on-site during set-up to insure vendor is set-up as assigned and is in compliance with all requirements and regulations.

### **FEES AND PAYMENTS**

**Fees must be paid in full at the time of application submission. NO cash** will be accepted, **ONLY checks, money orders, and cashier checks. Please make all checks payable to KDB-Keep Durham Beautiful.** Master Card and Visa will be accepted with online payments **ONLY** at [www.KeepDurhamBeautiful.org](http://www.KeepDurhamBeautiful.org). We prefer that you mail in your application or pay online.

	City Resident	Non-City Resident
Food:	\$175.00	\$205.00
<i>(Price includes a refundable deposit. CR-\$50/NCR-\$65)</i>		
Education/Non-profit:	\$30.00	\$45.00
Artists/Natural Crafts:	\$50.00	\$65.00
Non-food vendors:	\$100.00	\$115.00

**APPLICATION DEADLINE:** No applications will be accepted after **April 5, 2013**



## **REFUNDS**

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

## **INSURANCE REQUIREMENTS**

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. **The City of Durham requires all FOOD vendors to obtain their own insurance, naming the City of Durham as an additional insured, with combined single limit not less than \$1,000,000 per occurrence. A copy of this insurance must be submitted within a week of turning in the application.**

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage of works exhibited during the Earth Day Festival. If insurance is desired, it must be purchased by the vendor.

## **PERMITS**

1. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines and permits (919-560-7800). **THESE REQUIREMENTS HAVE CHANGED.**
2. **ALL VENDORS SELLING ANYTHING SHOULD OBTAIN A CURRENT CITY OF DURHAM PRIVILEGE LICENSE.** These can be obtained by contacting (919-560-4700). You may also download a license application from the City website:  
<http://www.durhamnc.gov/departments/finance/applications.cfm>

## **SET UP/BREAKDOWN/DISPLAYTIME & PARKING**

1. **ALL tents, including 10x10's, must be properly secured in preparation for rain and/or high winds. Vendors will be responsible for any damage from tents not being properly secured.**
2. Setup/unloading-All vendors are to arrive, unload and set-up between 9 a.m. and 11 a.m. in their designated space. **Set-up must be complete by 11 a.m.** Vehicle access to vendor spaces is not permitted after 11 a.m., however, you may hand-carry items to your booth space from your vendor parking space, after this time if necessary.
3. Breakdown/load out- Breakdown of booth display may begin at the vending space at 5 p.m. Please pack up all items and breakdown any tents, tables, and chairs before proceeding to get your vehicle. **Vehicle access to booth space will not be allowed before 5:30 p.m.!**
4. Vendors and exhibitors are asked to stay for the entire time of the festival. No vehicle access will be allowed on the festival site between 11 a.m. and 5:30 p.m.
5. Parking will be provided to all vendors near, but not adjacent, to the festival area. The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage to equipment during the festival.



## **RAIN PROCEDURE**

Vendors should be prepared in the case of rain to cover their rental space with plastic covers. In the case of heavy rain, the festival coordinator will consider and determine suspension, cancellation, or relocation of part or all of the event. **Vendors should NOT leave the festival area BEFORE the Festival Coordinator announces suspension or cancellation of the event.** The Durham Earth Day Festival has NO RAIN DATE or RAIN LOCATION!

## **VENDOR GUIDELINES FOR RECYCLING AT THE DURHAM EARTH DAY FESTIVAL**

The Durham Earth Day Festival strives to be considerate of our environment and to provide hands-on public education about recycling. We ask that vendors review and agree to the recycling requirements outlined below

1. Please consider the environmental impacts of your product, giveaway, and display choices.
2. All food service must be in biodegradable serving plates and food containers such as 100% paper, certified green-ware, corn products, and biodegradable cups. **No plastic, Styrofoam or aluminum, or wax paper.** Please provide visible content labels for all plates, bowls, cups and utensils.
3. All food condiments must be provided by pumps or recyclable bottles – no plastic packets.
4. No straws!
5. No balloons!
6. Drinks may be sold in bottles, cans and biodegradable cups.
7. All rinsed clean plastic bottles and aluminum cans, paper, chipboard, and corrugated cardboard can be recycled at the festival.
8. We kindly ask vendors to take away all non-recyclables and properly dispose of it at their place of business or home.
9. The following is a list of waste that can be recycled at our recycling stations:

**Paper recycling:** office paper, newspaper, glossy paper, chip board, box board

**Cardboard recycling:** corrugated cardboard and box board (except waxed board and pizza boxes)

**Cans and bottles recycling:** plastic drink bottles, cans

**All other items are considered trash.**

**We appreciate and thank you for your support of the environmentally friendly guidelines of the Durham Earth Day Festival!**



## 2013 DURHAM EARTH DAY FESTIVAL VENDOR APPLICATION

[www.DPRPlayMore.org](http://www.DPRPlayMore.org)

APPLICATION DEADLINE: April 5, 2013

**Return Application By Mail To:**

Durham Parks & Recreation  
Attn: Earth Day Festival  
101 City Hall Plaza  
Durham, NC 27701

or

**Return Application in Person:**

Durham Parks & Recreation  
400 Cleveland Street  
Durham, NC 27701

If you have questions about this application or about vendor regulations, contact Amber Walker, Special Events Coordinator, at 919-560-4355 or by email: [Amber.Walker@durhamnc.gov](mailto:Amber.Walker@durhamnc.gov)

**Applications will be accepted during the hours of 9 a.m. until 5 p.m.,  
Monday thru Friday until all rental spaces are filled.**

**Payment In Full Must Accompany Application**

**Please make all checks, money orders, and cashier's checks payable to KDB-Keep Durham Beautiful**

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To ensure variety and quality, the Durham Earth Day Festival reserves the right to limit vendors whose products are significantly similar. Please provide detailed information to enhance your consideration for selection.

Applications received without this information will not be considered. Space is limited!

**Durham Parks & Recreation will not provide any equipment to vendors (tents, tables, chairs, etc.).**

Name \_\_\_\_\_

Business Name/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Website: \_\_\_\_\_

**Category:** *(check one)*

- ☐ Food: *(circle one)* Mobile Food Unit      Peddler Push Cart
- ☐ Education/Non-profit *(301 or 501 status)*
- ☐ Artist/Natural Craft
- ☐ Non-food vendor/business

**VENDOR DESCRIPTIONS(S):** This section MUST be complete!



**Food: Y N**

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

**Beverages: Y N**

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

**Non-Food: Y N**

Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____
Item _____	Price: \$ _____

**Please describe the activities/information you plan to have at your booth:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Area/s of environmental focus (check what best applies):**

☐ Art    ☐ Building    ☐ Conservation    ☐ Environmental Education  
☐ Energy    ☐ Food    ☐ Fuel    ☐ Landscaping    ☐ Health & Wellness    ☐ Nature  
☐ Recycling/Reuse    ☐ Transportation    ☐ Water    ☐ Other (describe) \_\_\_\_\_

**Please list the items you plan to sell at the event, if any:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please give the first and last name of staff that will be operating your rental space.** If more personnel are needed, please give a brief statement as to the reason. Festival staff and volunteers will not be allowed to oversee your booth at any time.)

1. _____	2. _____
3. _____	4. _____



**My payment will be in the form of:**

☐ Check      ☐ Money Order      ☐ Cashier's Check      ☐ Credit Card (online ONLY)

**Please make all checks, money orders, and cashier's checks payable to KDB-Keep Durham Beautiful**

I hereby affirm that I have read and do understand all instructions and guidelines in the Durham Earth Day Festival rules application form and information packet. I understand that Durham Earth Day Festival is a Zero-Waste festival and that I will take all of my booth's waste that cannot be composted or recycled home to discard on my own property. I agree to comply with all Durham Earth Day Festival rules/guidelines and my failure to do so will result in my removal from the Festival activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Durham Earth Day Festival Event Coordinator.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DPR/Earth Day Application: Revised 1/2013**

**For Office Use Only**

Date Rec'd: \_\_\_\_\_

By Mail \_\_\_\_\_ In Person \_\_\_\_\_

Online \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_